Committee on Committees and Agenda (COCA) 2014  2015 Annual Report

Committee Membership

Bianca Cody Murphy (Chair), Evie Staudinger, Mike Gousie

Fall Semester

The beginning of the Fall semester brought several reserve list appointments to a number of Standing Committees.

COCA continued conversations with representatives of LIS about the digital archiving of Faculty Meeting Minutes and other Committee documents. We agreed that the Digital Repository would be the best method. We suggested that Scott Hamlin implement the Digital Archive. Scott did so and brought this to the attention of the faculty at the October Faculty Meeting.

COCA prepared legislation amendments to Faculty Legislation PART ONE – THE FACULTY, VIII. FACULTY COMMITTEES in an effort to eliminate inconsistencies and to bring updates needed to Legislation to the faculty for discussion. The major revision was to the order of elections and to those committees which should be elected by a nominating ballot. The amendments were brought to the faculty in the November Faculty Meeting and were approved.

President Hanno and Vice President Brian Douglas met with COCA to discuss the formation of the Budget and Planning Committee (a college-wide committee). We recommended that the three faculty members on that committee be elected by the faculty using a nominating ballot and then a final ballot. We held the elections and John Miller (SS), Josh Stenger (AH) and Rachelle DeCoste (NS) were elected.

President Hanno and Tommy Ratliff, co-chairs of the Strategic Planning Committee, met with COCA about the procedure for involving faculty in the Strategic Planning Committee. We recommended that faculty nominate themselves or others for the other two faculty positions in AH and SS (Tommy Ratliff would represent NS). Six faculty members who were nominated agreed to be on the ballot. We composed the final ballot, which gave voters the chance to rank their top 5 pairs. Peony Smith (SS) and Lisa Lebduska (AH) were elected in November.

We replaced the following committee members from the Reserve List:
   Rachelle DeCoste to replace Laura Ekstrom on PAC for Spring 2015
   Chris Kahlberg to replace John Kricher on Ed Pol for Spring 2015
   Javier Trevino to replace Christina Riggs Romaine on CAS for Spring 2015

COCA was also consulted about membership on various search committees and other ad hoc committees.

During the Fall semester, COCA updated internal documents and the database of Committee Membership in anticipation of running elections for Faculty Committees in the Spring semester.

COCA also worked with Assistant Provost James Mancall to update the Faculty Committee
**Spring Semester**

The major task of COCA during the Spring Semester was the elections for Faculty Standing Committees. The results of those elections are shown below:

- Tenure – Evie Staudinger (3 year term AH)
- Advisory – Brenda Wyss (3 year term SS)
- Educational Policy – Jani Benoit (3 year term NS)
- Educational Policy – Dana Polanichka (2 year term SS or AH)
- Committee on Committees and Agenda – Tommasina Gabriele (3 year term AH)
- Provost’s Advisory – Gerry Huiskamp (2 year term SS or AH)
- Provost’s Advisory – Mark LeBlanc (3 year term NS)
- Appeals and Hearings – Shawn McCafferty (3 year term NS)
- Scholarship and Promotion – Mary Lee Griffin (3 year term SS)

Due to the fact that a new Dean of Advising and Associate Dean of Advising were hired this year and there will be a new Registrar next year, we asked Shelly Leibowitz to extend her term on the Committee on Academic Standing in order to provide some consistency.

We asked Kelly Goff and Phoebe Chan to serve on LTLC.

We appointed Kathy Morgan from the reserve list to replace Donna Kerner on Ed Pol for the remainder of this semester.

The following reserve list appointments were made for 2015-16:

- Tenure - Shelly Leibowitz (for Evie Staudinger, for one case)
- Advisory - Phoebe Chan to replace Matt Gingo for Spring 2016
- EdPol - Talitha Espiritu to replace Dana Polanichka for Fall 2015
- CAS - Gabriella Torres to replace Jonathan Walsh for Spring 2016
- Committee on Faculty Scholarship—Mary-Beth Tierney-Tello to replace Bev Clark, for Spring 2016

COCA worked with Faculty Secretary James Mancall to both review minutes from Faculty Meetings and to set the Agenda for each of the Faculty Meetings for the 2014–15 Academic Year.

Paul Pewitt-Freilino, Director if Institutional Research, contacted COCA to discuss using Qualtrics for faculty surveys and elections. We will meet with him next semester to discuss this.

We began the process of recording faculty committee memberships on other committees, not just Faculty Standing Committees and Ed Pol subcommittees. These include: a) College-wide Standing Committees, b) College-wide Ad-hoc and Advisory Committees, c) College-wide Search.
Committees and d) the Strategic Planning Working Groups. We also listed faculty who served in college wide roles. Please see the attached lists. We realize that this is not an exhaustive list of all faculty service (e.g., we did not include department or interdepartmental advisory committees, search committees or college-wide award committees, etc.), but we wanted to recognize some of the vast amount of college service that our faculty members provide.

**To Do in 2015-2016**

In addition to our regular duties, we will meet with the Director of Institutional Research to discuss Qualtrics.

Respectfully submitted,

Bianca Cody Murphy (Chair), Evie Staudinger, Mike Gousie